

**DEPARTMENT OF THE NAVY**  
BUREAU OF NAVAL PERSONNEL  
WASHINGTON, D.C. 20370-5000

IN REPLY REFER TO:  
BUPERSINST 1700.22A  
Pers-00M  
07 SEP 1994

BUPERS INSTRUCTION 1700.22A

From: Chief of Naval Personnel

Subj: SAILOR OF THE YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10G

1. Purpose. To provide the Bureau of Naval Personnel and its field activities with revised eligibility criteria and guidelines for submitting nominations for the Sailor of the Year (SOY) Program.

2. Cancellation. BUPERINST 1700.22

3. Background. This program is open to all active duty personnel in paygrades E-4, E-5, and E-6. Personnel selected for E-7 are ineligible. A member serving on temporary additional duty should be considered along with other personnel from the member's permanent duty station.

4. Action

a. BUPERS Headquarters. Each BUPERS department may submit SOY nominations (one per department) to Pers-00M by the second week in February. All nominations must meet eligibility requirements and be submitted in the format required by reference (a). BUPERS will conduct a screening board during the last week in February to select the BUPERS SOY who will compete for the BUPERS/Field Activities SOY.

b. BUPERS Field Activities. Each BUPERS/Field Activity may submit SOY nominations (one per activity) to Pers-00M by the last Friday in February. All nominations must meet eligibility requirements and be submitted in the format required by reference (a). BUPERS will conduct a screening board during the second week in March to select the BUPERS/Field Activities SOY who will compete for the Naval Shore Activities SOY.

5. Selection Factors. The screening board will consider, but not be restricted to, the following factors as observed during the past year:

- a. Performance
- b. Leadership
- c. Military appearance

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- d. Behavior
- e. Meritorious or commendatory achievement above the scope of duties.
- f. Educational accomplishments
- g. Participation in civic/community affairs
- h. Adaptability

6. Coordination. The BUPERS point of contact for this program is Pers-00M (DSN 224-3376 or Commercial (703) 614-3376). SOY screening board membership will be coordinated by Pers-00M through Pers-01.

7. Recognition

a. A photograph of the Sailor of the Year will be displayed on the BUPERS Sailor/Bluejacket of the Quarter/Sailor of the Year display board. In addition, the Sailor of the Year will receive a 96-hour liberty, a command plaque, and presentations from civic organizations.

b. The BUPERS Sailor of the Year will receive a Navy Commendation Medal and the runners-up will receive Navy Achievement Medals.

Distribution:

SNDL FJA (Shore Activities under the Command of BUPERS as delegated by the CNO and CHNAVPERS)

BUPERS Lists 1A, 1B

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